

Addenda 01 to CC 01-1617

1. **Clarification** – Questions have been posed regarding what obligations vendors will have to collect data, and what form or methodology should be used to collect such data for Medicaid reimbursements.

The district has nothing to do with Medicaid reimbursement.

2. **Clarification** – **Speech** is the only related service covered by Chapter 193 and is only in effect if the company plans on ALSO going through insurance.
3. **Clarification** – A vendor has requested clarification regarding the providing of facilities for 192/193 services.

The successful vendor should not include any facility costs in their proposal.

Under LINE ITEM 0001 - Each respondent should notify the district of any situation where the company believes additional facilities may be needed or that are currently on nonpublic school property so that the district can take appropriate action.

Under LINE ITEM 0002 - please see item 3) appearing on page 32 of the solicitation.

4. **Correction** - On page 38, the heading “Costs Criteria – Fee Proposals for LINE ITEM 0001 only” is corrected to read as follows:

“Cost Criteria – Fee Proposal for LINE ITEM 0002 only”

5. **Clarification** – on page 35, item 3, “Contractor shall invoice based on the established rates set forth in the contract and only for instructional services rendered. Contractor shall not bill for time off, prep time, holidays, travel, etc.”

The district will NOT be recognizing nor paying for any costs associated with any supervisory or administrative function even if it assists instructional staff. Instructional Services is defined as direct student-teacher academic interaction.

6. **Clarification** – on page 31 “Counseling Program” is a type of service provided to students to help remove barriers that may inhibit learning. On page 39, the term “Licensed Clinical Social Worker” refers to a licensed and credentialed individual as regulated by law and regulation. **Under the terms of the efforts contained within the solicitation, counseling may be recognized as being performed by other than a LCSW however if that were to occur the vendor will be limited to billing and will only be compensated at the hourly rate of the labor category of the employee performing such services as proposed noted on page 39.**

7. **Revision** – A request was made to have the billing dates of both LINE ITEMS 0001 and 0002 to be consistent. **The district has reconsidered the original timeframes and hereby revises the billing timeframe for LINE ITEM 0002 to be consistent with LINE ITEM 0001 in that all bills must be submitted no later than thirty (30) days after the service has been provided.**
8. **Clarification** – The cost categories **ARE** limited to the four (4) hourly rate classifications for staffing as noted on page 39 of the RFP. **No other labor categories should be submitted nor considered.**
9. **Revision** – Replace pages 37, 38 and 58 with the pages 37, 38 and 58 contained within this amendment.
10. The closing date for receipt of proposals remains TUESDAY, MAY 3, 2016 at 2:00 P.M.

II.	Management Criteria	55%
		100%

The Lakewood Board of Education will use the following one hundred (100) point system in evaluating **LINE ITEM 0002** of all proposals. The criteria to be evaluated are identified below:

	Category	Value Points
I.	Technical Criteria	35%
II.	Management Criteria	30%
III.	Cost Criteria	35%

The office of the School Business Administrator will assist in the evaluation of the cost criteria.

Once the evaluations are completed per LINE ITEM, they will be averaged for each respondent resulting in their final scoring.

Each respondent shall be able to and meet all requirements to perform all efforts and services as outlined in BOTH Line Item 0001 AND Line Item 0002.

Technical Criteria

Respondents should list all services to be rendered and explain in detail on how they will provide said services. Respondents shall also provide evidence (via supporting documentation ie. previous program evaluations, test scores, student academic achievement analysis) of how services of a similar type were provided to other public and private schools in New Jersey. Respondents, by submitting a proposal, acknowledged they fully understand the scope of service and work connectivity to be performed. Respondents are to provide evidence of instructional approaches that they have implemented and the results thereof in providing the services requested.

Management Criteria

Business organization

- 1) The respondent shall submit a full description of the business organization to include, but not limited to:

- a) Name, address, phone, fax, website, email address and other information of the professional firm or individual;
- b) An organizational chart noting the names of all principals and partners;
- c) Resumes of key staff members that will be assigned to provide the requested services; and
- d) Any other information concerning the company that would assist the District in the evaluation process.

Qualifications; Relevant Experience

- 1) Respondents shall submit documentation highlighting qualifications and experience they have that will assist the Lakewood Board of Education in the evaluation and selection process. Such documentation shall include, but not be limited to:
 - a) Evidence of providing services as listed in the specifications to public and/or private school districts for a minimum of at least three years;
 - b) A list of previous clients for the past five years.
 - c) Three letters of recommendation from public or private school districts in New Jersey;
 - d) Copies of all professional and/or educational licenses that are required to perform the services as listed in the specifications;
 - e) List of any judgments within the last three years and/or a list of bankruptcy or organization proceedings within the last 10 years;
 - f) Availability of personnel, facilities, equipment and other resources to provide the services requested; and
 - g) Other information concerning the company and/or individuals of the company that would assist the district in the evaluation process

Costs Criteria - Fee Proposals for LINE ITEM 0002 only

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, .127), N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulation promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval;
Certificate of Employee Information Report; or
Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at:
[http:// www.state.nj.us/treasury/contract_compliance/](http://www.state.nj.us/treasury/contract_compliance/).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.